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ASSIGNMENT AND FUNCTIONS OF PERSONNEL OF STAFF TRAINING DIVISION, THE

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1. [REDACTED] **CAF-13:** Chief of Division; direction and supervision of all sections of the Division, coordination of all types and phases of training, planning of training programs, in coordination with operational developments and plans. Liaison with staff officers and branches of OSO. Some instruction in various phases of intelligence training.

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2. [REDACTED] **CAF-12:**

a. Chief Instructor for Counter-Espionage; responsible for planning and scheduling of counter-espionage training, research on counter-espionage matters, instruction in various phases of counter-espionage, liaison with SC divisions of OSO.

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b. Acting Chief of Training [REDACTED] Section. (See chart.)

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3. [REDACTED] **CAF-12:** Chief Instructor for Technical Training; directing and instructing in courses on photography, photostating procedures,

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[REDACTED]
Training special technical investigators for Project COPS-2 and liaison with training facilities located elsewhere. Consultant services to operational branches and the supply section, SPD, with respect to technical equipment.

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4. [REDACTED] **CAF-11:** Chief Instructor for Administrative Training; directing and instructing in basic and advanced administrative courses, arrangement of schedules, procurement of lecturers, liaison with administrative officers of OSO.

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5. [REDACTED] **CAF-11:** Chief Instructor for Reporting, Editing, and Processing Procedures; liaison with SOB; directing area background training on Southern Europe.

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6. [REDACTED] **CAF-11:**

a. Instructing in operational techniques.

b. Training Control Officer for Intelligence Courses. This involves control of schedule execution, control of training security, supervision of laboratory work, general guidance to intelligence classes.

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7. [REDACTED] **CAF-12:**

a. Librarian and Documents Officer; responsible for collection and maintenance of books and other publications, intelligence files, language records, etc. for training purposes and for use by all branches of OSO.

b. Instructor in reporting procedures.

c. Area background training for Southeast Asia.

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8. [REDACTED] CAF-9:

- a. Instructing in operational methods.
- b. Collection, analysis, and editing of operational intelligence for training purposes; preparation of TRB study guides on operational techniques.
- c. Area background training on China, Manchuria, Korea and Japan.

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9. [REDACTED] Administrative Assistant to Division Chief; specifically responsible for: administrative management of all phases of staff training; advising branches on training needs and available facilities; arrangement of individual schedules for trainees; coordination of TRB training with training schedules of [REDACTED] Communications Division and language training; maintenance of administrative filing system for the Division including training files on all OSO personnel having received any kind of training; preparation of activities reports of the Division; etc.

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10. [REDACTED] CAF-3: Filing Clerk and Assistant Librarian; handling routine duties of library (maintenance of filing system, book catalog, lending services, training materials and study guides for students, typing and the like.)

PERSONNEL TEMPORARILY ASSIGNED TO STAFF TRAINING DIVISION

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1. [REDACTED] CAF-11:

- a. Instructing in clandestine intelligence objectives.
- b. Research and preparation of TRB study guides on various aspects of clandestine intelligence objectives.
- c. Directing area background training on Southeast Asia.
4. Liaison with SP Divisions.

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2. [REDACTED] CAF-11: Instructor for Counter-espionage; research on counter-espionage matters.

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